

# Board of County Commissioners Okaloosa County, Florida

Title: Asbestos Policy  
Date Adopted: July 2, 2013  
Effective Date: July 2, 2013  
Revised:

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## SECTION 1: POLICY

No person shall perform any type of construction, demolition, remodeling, or any other type of work to any building owned by Okaloosa County without the approval of the Facilities Maintenance Director. Anyone performing maintenance, construction, demolition or any other work on behalf of the county, who discovers what may be asbestos containing materials, should stop their activity immediately and secure the area. Then, he/she shall notify Facility Maintenance immediately. Work may not resume until authorized by the Facility Maintenance Director, or his authorized representative.

All removal or disturbance of **asbestos-containing materials (ACM)** shall be performed by properly trained and credentialed contractors in compliance with all applicable local, state, and federal guidelines. Okaloosa County employees will not engage in asbestos abatement.

## SECTION 2: AUTHORITY AND RESPONSIBILITY

A. *Purchasing shall be* responsible for:

- (1) Including a notice to all bidders in the published bid documents that they must contact the Okaloosa County Facility Maintenance Director at least 15 days prior to beginning any work on any county facilities.

B. *Facilities Maintenance shall be* responsible for:

- (1) Determining the presence and location of ACM prior to any work being done.
- (2) Overseeing the identification and abatement of ACM in Okaloosa County facilities.
- (3) Providing information and basic awareness training to all parties occupying county facilities for managing ACM remaining in place.
- (4) Creating a county wide county building survey, continually updated, to indicate asbestos surveys and abatement activities completed. Copies of the survey may be obtained from county Risk Management.
- (5) Disclosing the presence of ACM to any outside service contractors.

- (6) Providing **outside service contractors** a copy of Okaloosa County's Asbestos Policy.
- (7) Notifying building occupants of abatement activities.

C. *Outside service contractors* are responsible for:

- (1) Providing general awareness training for their employees, so that employees are able to identify materials that may contain asbestos and what to do should that occur.
- (2) Notifying Facilities Maintenance immediately about materials discovered that may contain asbestos which may be disturbed during work activities. If such materials are discovered, all work activities are to cease until cleared to resume by the Facilities Maintenance Director.

### SECTION 3: ASBESTOS DISTURBING ACTIVITIES

A. Examples of activities that may result in the disturbance of suspect asbestos-containing materials include:

- (1) Removing or repairing floor tile.
- (2) Drilling, nailing, or placing screws into floor tile.
- (3) Removing or repairing ceiling tiles.
- (4) Removing pipe insulation or pipe joint compound to access pipes.
- (5) Disturbing plaster ceilings or walls.
- (6) Removing carpet which has floor tile underneath it.
- (7) Or, any other work that disturbs existing building materials that has not been cleared by the Facilities Maintenance Director as not containing asbestos.

B. All Okaloosa County buildings will be surveyed for the presence and location of asbestos containing materials prior to any work being done to the facility. Asbestos containing materials which might be disturbed by the work to be done shall be abated prior to the start of any work. Risk Management shall maintain a database with locations of asbestos containing materials. The approval of the Facilities Maintenance Director, or his authorized representative, is required before beginning any project involving work on county building.

### SECTION 4: ABATEMENT PROJECTS

All **asbestos abatement** projects within Okaloosa County Buildings shall be performed under the direction of the Facilities Maintenance Director utilizing qualified firms who are properly licensed, certified, and experienced in the removal of asbestos containing materials.

## SECTION 5: NOTIFICATIONS

The Facilities Maintenance Director shall ensure that proper notification is given as required by any regulatory agency having jurisdiction over the planned abatement activities and according to the prevailing regulations governing the work.

## SECTION 6: RENOVATION AND CONSTRUCTION

During the design phase of all renovation or construction activities on any county building, Project Managers shall consult with the Director of Facility Maintenance to ensure that an asbestos survey has been done, as required by law. Then determine if the project will disturb any asbestos-containing materials and develop a plan to abate any asbestos containing materials that may be disturbed by the planned work. **If, during any work being done on any county facility, materials are uncovered which may contain asbestos (PACM), all work will cease immediately. The area where the suspect materials were found shall be secured and the Director of Facilities Maintenance shall be contacted immediately. No further work will be performed until authorized by the Facilities Maintenance Director.**

## SECTION 7: TRAINING

The Facility Maintenance Director shall conduct basic training to inform staff and provide knowledge and basic awareness on asbestos issues.

## SECTION 8: OUTSIDE CONTRACTOR INFORMATION

All outside service contractors shall be notified of the presence of asbestos-containing materials prior to beginning work activities. All outside service contractors shall be responsible for providing general awareness training for their employees and to train them on what to do if suspected asbestos-containing materials are found during work activities. Facilities Maintenance shall be contacted immediately in the event that suspect asbestos-containing materials are discovered during work activities. Contractors shall be made aware of the Okaloosa County Asbestos Policy prior to the commencement of work.